Attended (in person): Heather Smith, Janet Lehr, John Adkins, DJ Hawkins, Tina Stavropoulos, Sally Ellis, Mary Fehn

Attended (via Zoom): Jan Andres, Joanie Gibbons-Anderson, Rakel Larson, Elena Kobzeva-Herzog
(Apologies but I did not write the names, and I am sure I missed a couple people that were on Zoom)

Notetaker: Tina Stavropoulos

I. Call to Order 10:04 AM
II. Approval of Agenda: M/S: John/Janet; consensus
III. Goals
    a. District DE functions distributed to DE at the various colleges: training certification, POCR, curriculum, tech needs.
    b. Current goals:
        RCC DEC GOALS (on agenda):
        1. Review District and College DE initiatives, provide feedback, and approve.
        2. Bring forward CVC-OEI approval request to Faculty Senate. - Accomplished
        3. Update DE webpage as needed.
    c. Goals discussed in last meeting (attachment):
        1. Communication: engage students, autoload student services to Canvas shells, outside resources linked, and communication with faculty.
        2. District function Maps
        3. DE addendum for Curriculum
        4. District Curriculum form?
        5. Who do we report to? College? District?
        6. By laws
        7. CVC OEI – Teaching College
        8. Course shell templates
        9. New Faculty training for templates?
    d. Discussion
        1. Curriculum reports to Senate only; should we be a standing committee and revise bylaws and goals accordingly?
        2. District owns the LMS so that complicates this.
        3. Facilitate discussion between faculty, students, and LMS.
        4. Define from the faculty perspective what our purpose is.
        5. Say what we are not going to do, too.
        6. Figure out our first/immediate goals and long-term goals.
        7. Three main goals:
            1. communication, structure/reporting/service to faculty and students, and CVC OEI
                a. Edit and decide the main goals, but these are three broad categories.
        8. Consider how we want to be structured and share with Senate.

IV.   Concerns:
    a.   Parttime faculty are confused about certification, so we need communication about this.
    b.   Concern about the long wait time for approval and the difference between certification and recertification. Since chairs are scheduling for the next academic year in Jan/Feb, they need to know who is cleared to teach in a timely manner.
        1.   DJ was the only person working on CAMP, but the SPR paperwork is being done right now to hire one additional faculty member from each college (preferably a parttime instructor who has taught online for at least five years, has completed the 12 week and equity @One trainings, POCR training, and ideally done DE at another district)
        2.   Parttime faculty will be in cohorts to make it more manageable.
        3.   For now, new certification is set for June 2025 except for a handful of people who have been advised and are already working with DJ.
        4.   VPAA will be sending emails in the next 30 days for those who need to be certified by June 2025.
        5.   The current process for most is not recertification because new, more rigorous training is required, so even those who taught online in the past (before the emergency online training), still have to complete the certification process.
        6.   After the certification is completed, the *re*certification process will take 6 hours and will not be the CAMP process again.
        7.   For now, there is a PowerBI dashboard that the VPAA and scheduling deans have access to. The deans can choose to include the scheduling chairs and download a CSV file for each department.
V.   ACTION ITEM: Mental Health Shell in Canvas
    a.   Automatic upload and will be consistently updated to ensure links are active and correct, thereby relieving pressure from faculty to individually check links.
    b.   M/S: Janet/Mary; consensus
VI.   Software Usage Update
    a.   Some software, such as Pronto and Packback, is expensive with very low usage. Have to figure out what is fiscally wise, especially given usage numbers.
VII.   POCR Update
    a.   Funding agreement from VPAA Wright
    b.   CVC OEI can't meet on the agreed date, so hoping to meet before the term ends.
    c.   Need to re-review courses, which is part of the process.
        1.   Do we want to follow the Moreno Valley model?
            1. $750/participant
            2.   10/hr/course reviewer
            3.   10/hr lead
            4.   Question/concern: what about courses that need significant improvement? Right now, the process involves reviewing courses by instructors who have completed training. The hours might be higher and there needs to be a follow up for the accessibility component.
            5.   MoVal has a mentor model. Faculty have to meet milestones before the go to POCR.
            6.   For now, RCC has a self-assessment list and the lead is to check and then move to POCR.
VIII.   Adjourn 11:00 AM